ANNUAL RETURNS OF ESTABLISHMENTS FOR 1ST JULY 1899.

Circular No. 1930—P. & A. 758, dated 12th June 1899.

The Comptroller has the honor to request that the Public Officers named below will be so good as to furnish this office with their annual returns of fixed establishments for the 1st July 1899, prepared in accordance with the instructions laid down in pages 17, 18 and 19 (Chapter 5), Volume 1 of the Fifth Edition of the Civil Account Code, *so as to reach this office not later than the 15th August* 1899.

2. The returns should be prepared on *no other* than the prescribed *printed* form, and will show accurately the establishment as it exists on 1st July, and in preparing it, the following instructions should be carefully observed :—

(*a*) The name, designation, and pay of every gazetted officer, clerk, or menial servant holding a permanent appointment, whether on duty or absent on leave, or deputation, or under suspension, should be distinctly shown.

(*b*) The date of birth, year, month and day of the month of first appointment and of appointment to present post, and of promotion to present pay of each person, as well as the number and date of the Government Orders creating the post, should be clearly entered in the appropriate columns of the statement; the date of birth by Christian era should be given, and if the exact date is not known, the approximate date or year should be stated. This date can only be altered under the orders of the Government, except in the case of a clerical error. It should be noted that the column "Promotion to present pay" is to be filled in, only when the pay is progressive and the incumbent of the appointment is drawing pay in excess of the minimum.

(*c*) The return should show accurately the sanctioned scale of permanent establishment, and so will include every post, whether filled up or not; and if a post be vacant, the word *vacant* should be set against it in the column of "*Name of Incumbent.*"

(*d*) The names of *gazetted officers should be entered first,* and beneath them those of the clerks and servants in order of sections of the establishment; *there should be a separate total for each section,* besides the grand total.

(*e*) The columns of *Minimum* and *Maximum* pay of post should be filled in *only* when the pay is progressive, *i.e.,* rises from a minimum to a maximum by annual increment; and if any annual increment is given with effect from 1st July, it should be included in the return, and compared with the certificate (in Form No. 8) required by Article 62 which would accompany the July bill.

(*f*) The name of any person acting in an appointment, as well as the acting allowance paid to him, should be shown in the column "*Name of Incumbent*" beneath the name of the absentee for whom he is officiating.

(*g*) If the acting incumbent holds his permanent appointment upon another establishment, the fact should be stated, and the entry should be supported by a certificate from the head of that other establishment.

(*h*) A detailed statement in Form 4 should be given at back of the original return, Form 3, showing new names of non-gazetted officers which are not found in the return of the previous year; and when these new names include those of persons who have entered Government service for the first time, a reference should be given to the bill with which their age and health certificates were furnished; and if they include the names of persons transferred from other appointments, those appointments should be specified, as well as the dates from which the transfers have effect. Columns are also provided in Form 4, for information required in regard to the names of non-gazetted officers which appeared in Form No. 3 of the previous year, but are now omitted; as also regarding non-gazetted officers who have been on leave other than privilege or casual, or under suspension, during the previous year. In the case of any who have been under suspension, a note is required stating whether it has been expressly declared that the period of suspension shall count as service qualifying for pension (Article 269 of the Mysore Service Regulations).

(*i*) A separate detailed statement should be prepared for each permanent establishment existing on 1st July paid from *Local Funds,* and not more than one establishment should be exhibited on a single page. When the pay of any establishment or of any individual officer is met partly from general revenues and partly from local or other funds, the whole pay should be shown in one statement, and the portion payable from each source specified in a foot-note.

3. When completed in accordance with the above instructions, the detailed statement should be carefully checked with the service books, as it will be the chief authority by which hereafter pension claims will be tested. A certificate of this comparison should be endorsed on the return thus: "compared with service books and found to agree."

4. This return should be accompanied by an abstract, which will link together the gross numbers shown in the budget estimate of each establishment and the nominal rolls in the book of establishment.

5. Slips of paper should not be attached at foot of the returns, but if space is found insufficient, application should be made to the "Stationery Department" for a sufficient supply of forms for insertion in book form. In cases where more than one sheet is required to be used, care should be taken to have the sheets stitched in book form before the entries are made therein.

6. Pay bills due *1st September* will not be discharged at the Treasuries unless accompanied by a certificate stating that the schedule for 1st July has been forwarded.

Official Designation of Officers.	*What establishments to be included in their schedules.*
Secretary to the Government of Mysore, General and Revenue Departments.	His own office establishment and that of the Legislative Department.
Secretary to the Government of Mysore, Muzrai Department.	His own office establishment.
Inspector General of Police.	Do and those of Districts, *to be shown Talukwar*, Railway and Ooregum police.
Conservator of Forests in Mysore.	Do and those of Districts and of Kheddas.
Chief Judge.	(1) Court establishment. (2) District and Sessions Judges', Sub-Judges', and the Munsiffs' establishments including Gold Fields, classified as in the Pay bills and arranged according to the respective Districts with Nazarath establishments (temporary or fluctuating establishments to be excluded).
Inspector General of Prisons.	A schedule of all Jail establishments, District and Gold Fields Lock-up.
Inspector General of Registration.	All Registration establishments.
Government Advocate.	His office establishment.
Deputy Commissioners of districts.	(1) Office, Court and Process establishments of Deputy Commissioners, Sub-Division Officers and Gold Fields Magistracy, (2) Revenue Assistant Commissioners, (3) Treasury, (4) Sayer, (5) Taluk establishments (excluding Police), (6) Tank establishment, and (7) District Surveyor establishment.
Presidents of Municipal Boards.	All establishments paid from Municipal Funds.
Do of District Fund Boards.	Do from District Funds.
City Magistrate, Bangalore.	His own establishment.
Town Magistrate, Mysore.	Do do
Senior Surgeon, Mysore Government.	All Medical establishments including Gold Fields paid by Mysore Government. *Menial establishment including midwives paid from Local Funds to be prepared in separate statements.*
Inspector General of Education.	His own office and Deputy Inspectors' establishments, and (1) Educational establishments classified according to Districts and Taluks in a separate statement, (2) Taluk Branch and Hobli Schools payable from Village School Funds, and menial servants (separately), (3) Grant-in-aid Schools.
Comptroller, Secretary, Mysore State Life Insurance, Treasury Officer, State Huzur Treasury, and Superintendent of Stamps, and Officer in charge, Stamp Manufactory.	Their respective establishments.
Palace Controller.	Permanent Palace establishments.
Superintendent, Revenue Survey and Settlement.	Permanent Survey establishments, pay and fixed batta to be shown in separate columns.
Agricultural Chemist.	His own establishment.
Director of Meteorology.	Establishment of the Meteorological Observatories.
State Geologist.	Do of the Geological Department.
Superintendent, Mysore Museum. Superintendent, Government Press and Compiler, *Mysore Gazette*.	The respective establishments including the Branch Press at Mysore.
Military Assistant.	His own office establishment, including that attached to the Government House and Local Force.
Chief Commandant, Mysore State Troops.	His own office establishment.

Official Designation of Officers.	*What establishments to be included in their schedules.*
Director of Public Gardens.	Permanent establishment of the Lal-Bagh, Cubbon Park and Palace Gardens.
Director of Archæological Researches.	His own establishment.
Officer in charge, Amrut Mahal.	Amrut Mahal establishment (permanent only).
Excise Commissioner.	His own office establishment and the Excise establishments in Mysore paid by Government.
Plague Commissioner.	All establishments maintained therefor throughout the Province.

Each return should be accompanied with a statement in the annexed form showing the names of officials who have completed the age of 55 years on 1st July 1899:—

Name of official.	Designation.	Age on 1st July 1899.	Whether found fit to be retained in service for another year.	If inefficient quote reference made to Government as to retirement.
1	2	3	4	5

ANNUAL RETURN OF MYSORE CIVIL SUPERANNUATION PENSIONERS.

To—The Deputy Commissioners of Districts, Treasury Department,
Circular letter No. 1931—*P. & A.* 759, *dated* 12*th June* 1899.

The Comptroller has the honor to request that Deputy Commissioners of Districts will be good enough to furnish this office by the end of July 1899 with a schedule on foolscap paper, in the form annexed, of the Mysore Civil Superannuation or Service Pensioners in their districts on the 1st July 1899. Those payable in the District Treasury should be entered first according to date of sanction, and then those payable in the respective taluks.

Special care should be taken not to include any of Her Majesty's pensioners in this return, nor the Political, Military, or Palace pensioners of the Mysore State:—

No. of permanent payable order.	Date of sanction.	Name of pensioner.	Age.	Class of pension whether invalid, superannuation or compensation.	Monthly pension.	Place of payment.

2. Annual (Mortuary) Returns of Mysore Civil Superannuation Pensioners as per margin for the year ending 30th June 1899 in Form No. 8 (Pension) Appendix A, of the Mysore Service Regulations, page 202, accompanied by a Memo showing the names of new pensioners, with the date of Government Order and amount payable to each, the names of those who may have died or been transferred from or to other districts during 1898-99, with dates of death or transfer should also be furnished.

1. Pensions not exceeding Rs. 10
2. Do exceeding Rs. 10 and not exceeding Rs. 50.
3. Do exceeding Rs. 50 per mensem.

Care should be taken that no pensioners of Her Majesty's Government are included in these returns.

OBJECTION STATEMENTS OF THE COMPTROLLER'S OFFICE TO RECEIVE PROMPT ATTENTION.
Circular No. 1932, *dated* 17*th June* 1899.

To—The Deputy Commissioners, Treasury Department.

As the audit instructions and orders arising out of the examination of the Treasury Accounts, and communicated by this office to the District Treasuries by means of letters, memos and periodical objection statements do not yet appear to receive the required attention, the Comptroller has the honor to draw the attention of Deputy Commissioners, Treasury Department, to this office Circular No. 1863, dated 1st November 1896, and Articles 15 & 16 of the Civil Account Code, Volume 1, and to request that the instructions therein contained may be strictly followed.

It not unfrequently happens that the Treasury Officers instead of carrying out the orders of this office implicitly, reply that references have been made to the parties concerned, etc. This procedure is in direct contravention of Codal rules and should be put a stop to. The objections and orders of this office for the recovery of unauthorised payments, etc., must prevail absolutely and immediately, even to the recovery of erroneous payments, over every authority under that of Government. The Comptroller trusts that no further instructions on this matter will be found necessary in future.

E. R. SUBRAYER, *Comptroller.*

Circular No. 1929—2494, *dated 3rd June* 1899.

The Comptroller has the honor to request that all officers who hold permanent advances will furnish to this office by the 15th July 1899 a short acknowledgment in the prescribed printed form, that the amount is due from, and to be accounted for by, him.

H. EAGLES, *Asst. Comptroller.*

EXAMINATION.

MYSORE LOCAL SERVICE AND PLEADERS' EXAMINATIONS, 1899.

Notification No. 276—*E., dated* 14*th June* 1899.

It is hereby notified for general information that the next Mysore Local Service Revenue, Civil (Parts I and II), Criminal, Excise, Account, Registration, Forests and Pleaders' Examinations, under the *Rules published with Government Notification No. 9699—G. F. 349-92, dated 11th December 1892, at page 67 of the *Mysore Gazette*, Part I, as modified by subsequent Notifications, will be held on Monday the 13th November 1899 and the following days at the places noted below:—

Bangalore	Tumkur.	Hassan.	Chitaldrug.
Kolar.	Mysore.	Shimoga.	Chikmagalur.

The time-table specifying the hours will be notified in September next.

2. Candidates must send in their applications, prepared in the English language, on printed forms, which may be obtained from Treasury Assistant Commissioners at the head-quarters of each district or from the Secretary to the Board of Examiners, so as to reach the latter on or before the 31st August 1899, after which date no application will be received. Candidates appearing for any of the Tests with a view to qualify for admission as Pleaders should distinctly specify it in their application.

3. The following is the sanctioned scale of fees:—

	Rs.
Revenue Examination	7
Civil Examination (Part I)	7
Do (Part II)	5
Criminal Examination	7
Excise Examination	5
Accounts Examination	5
Registration Examination	5
Forests Examination	5
Pleaders' Examinations in all the branches, *viz.*, Civil, Criminal and Revenue.	26

4. The fee must be paid into the District or Taluk Treasury, and the Treasury Officer's receipt should be attached to the application. The fee should on no account be remitted to the Secretary.

5. The fees paid by candidates will neither be refunded nor reserved for a subsequent Examination.

6. The place of Examination entered in the applications sent in by the candidates cannot be changed except in the case of public officers who are subsequently transferred to another district.

By Order,
V. A. RAJARATNA MUDALIAR,
Secy. to the Board of Examiners.

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* Copies of the Rules as corrected up to 31st May 1898 are available at the Government Central Book Depôt, Bangalore, (price As. 4).